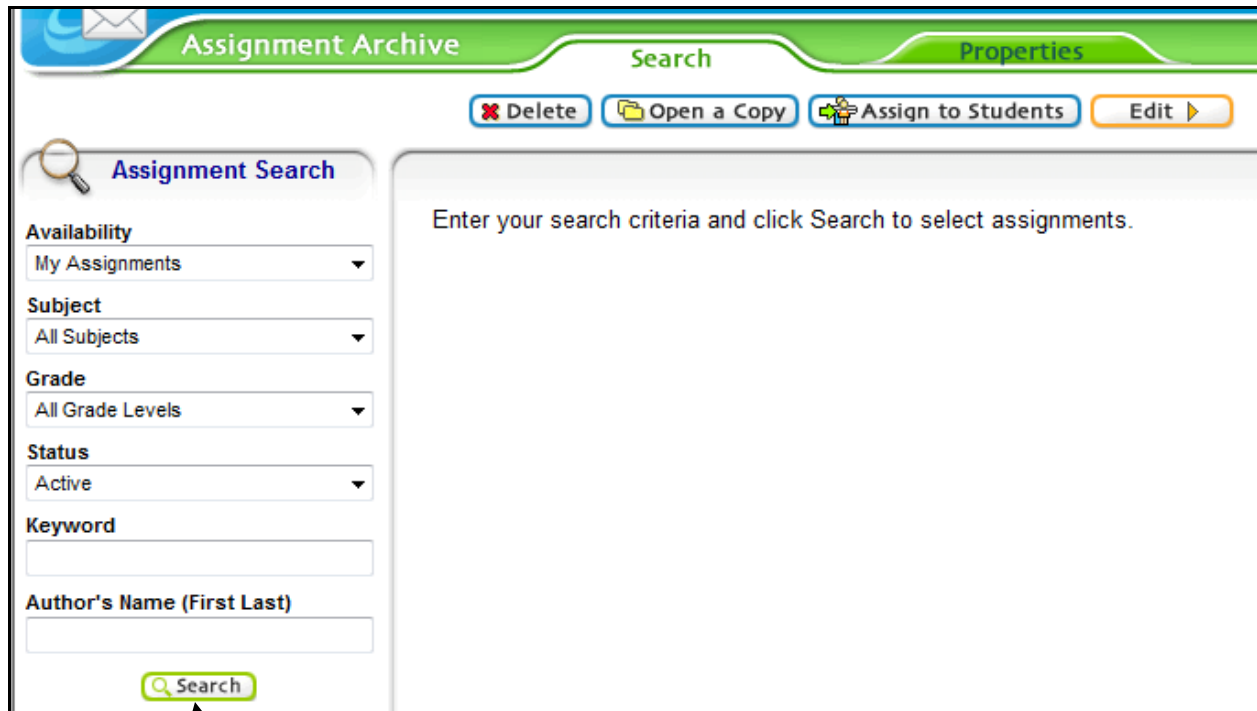


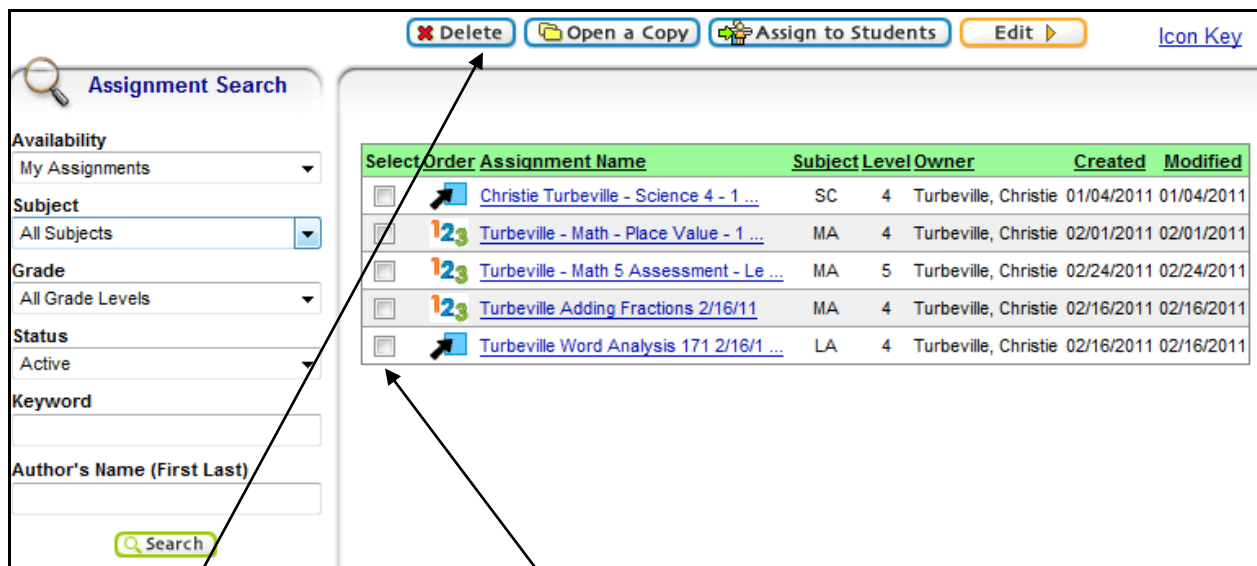
Assignment Archive:

1. Assignment Archive is what you use if you have to edit an assignment you have already created in Assignment Builder.
2. At the top of your toolbar (in blue), click on **Assignments** then **Assignment Archive**.



The screenshot shows the 'Assignment Archive' interface. At the top, there is a green header bar with 'Assignment Archive', 'Search', and 'Properties' tabs. Below the header, there is a toolbar with buttons: 'Delete' (with a red X icon), 'Open a Copy' (with a folder icon), 'Assign to Students' (with a plus and people icon), and 'Edit' (with a right arrow icon). On the left side, there is a search panel titled 'Assignment Search' with a magnifying glass icon. It contains several dropdown menus: 'Availability' (set to 'My Assignments'), 'Subject' (set to 'All Subjects'), 'Grade' (set to 'All Grade Levels'), and 'Status' (set to 'Active'). There are also text input fields for 'Keyword' and 'Author's Name (First Last)'. At the bottom of the search panel is a green 'Search' button with a magnifying glass icon. The main area on the right has a text prompt: 'Enter your search criteria and click Search to select assignments.'

3. Click the **SEARCH** button to get all of the assignments you have created to pull up.

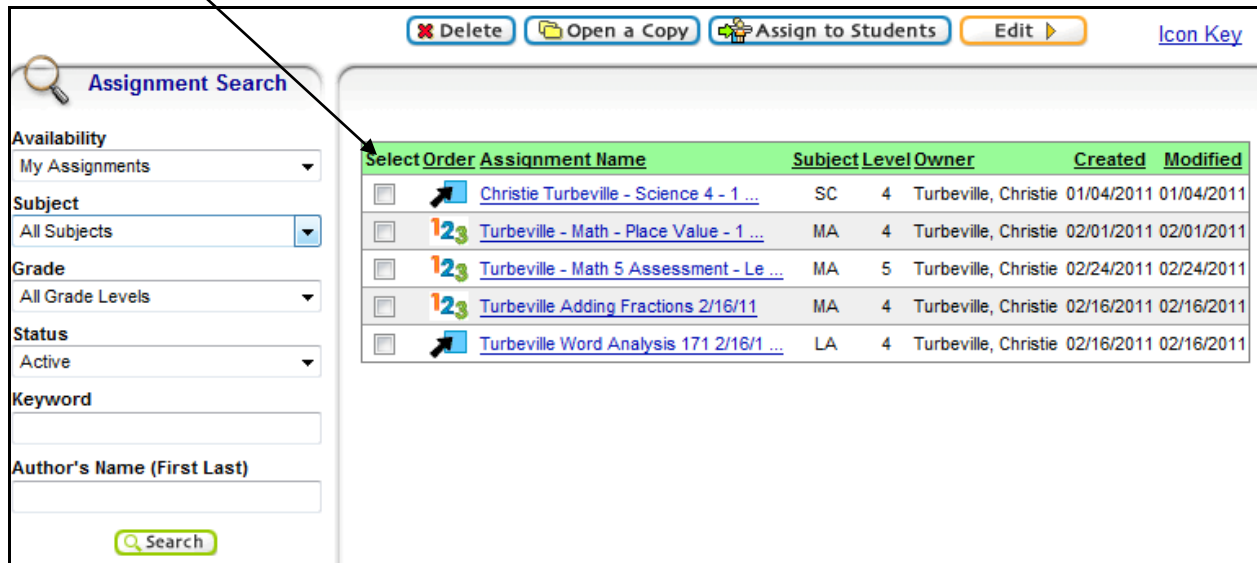


The screenshot shows the 'Assignment Archive' interface after a search. The search panel on the left is the same as in the previous screenshot. The main area on the right now displays a table of search results. Above the table is the same toolbar as in the previous screenshot. The table has the following columns: 'Select' (with checkboxes), 'Order' (with arrows), 'Assignment Name', 'Subject', 'Level', 'Owner', 'Created', and 'Modified'. The table contains five rows of data:

Select	Order	Assignment Name	Subject	Level	Owner	Created	Modified
<input type="checkbox"/>	↕	Christie Turbeville - Science 4 - 1 ...	SC	4	Turbeville, Christie	01/04/2011	01/04/2011
<input type="checkbox"/>	123	Turbeville - Math - Place Value - 1 ...	MA	4	Turbeville, Christie	02/01/2011	02/01/2011
<input type="checkbox"/>	123	Turbeville - Math 5 Assessment - Le ...	MA	5	Turbeville, Christie	02/24/2011	02/24/2011
<input type="checkbox"/>	123	Turbeville Adding Fractions 2/16/11	MA	4	Turbeville, Christie	02/16/2011	02/16/2011
<input type="checkbox"/>	↕	Turbeville Word Analysis 171 2/16/1 ...	LA	4	Turbeville, Christie	02/16/2011	02/16/2011

4. To **DELETE** an assignment, *checkmark the box* beside the assignment and click the **DELETE** button at the top.

5. To **OPEN a COPY** of the assignment you created (to see what tasks/activities are in the assignment), *checkmark the box* beside the assignment and click “**Open a Copy.**”



Assignment Search

Availability: My Assignments

Subject: All Subjects

Grade: All Grade Levels

Status: Active

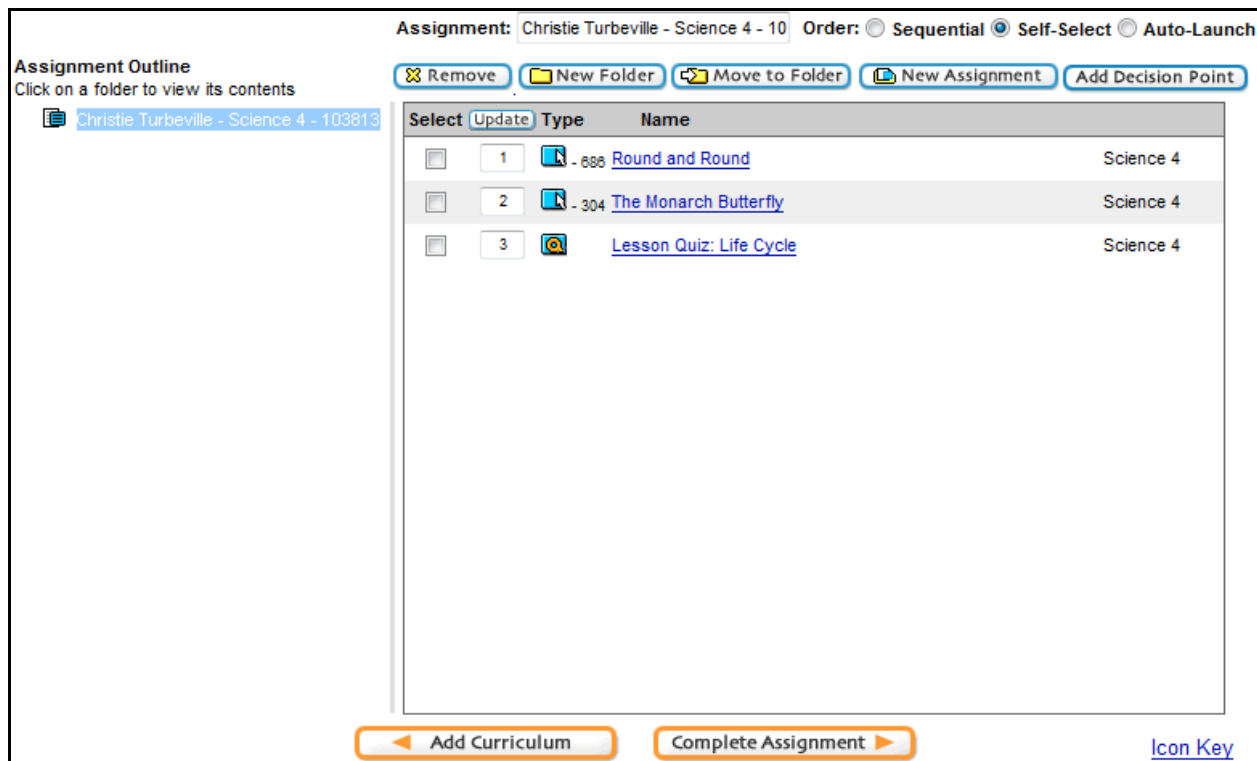
Keyword:

Author's Name (First Last):

Search

Select	Order	Assignment Name	Subject	Level	Owner	Created	Modified
<input type="checkbox"/>		Christie Turbeville - Science 4 - 1 ...	SC	4	Turbeville, Christie	01/04/2011	01/04/2011
<input type="checkbox"/>	123	Turbeville - Math - Place Value - 1 ...	MA	4	Turbeville, Christie	02/01/2011	02/01/2011
<input type="checkbox"/>	123	Turbeville - Math 5 Assessment - Le ...	MA	5	Turbeville, Christie	02/24/2011	02/24/2011
<input type="checkbox"/>	123	Turbeville Adding Fractions 2/16/11	MA	4	Turbeville, Christie	02/16/2011	02/16/2011
<input type="checkbox"/>		Turbeville Word Analysis 171 2/16/1 ...	LA	4	Turbeville, Christie	02/16/2011	02/16/2011

6. There are many **OPTIONS** once you open a copy of the assignment (see below). You can change the title of the assignment at the top, delete parts of the assignment, make a new folder for the assignment, add decision points (70% markers), or start the assignment over by clicking the **NEW ASSIGNMENT** button. Once you finish making changes, be sure to click the “**Complete Assignment**” button at the bottom to finish.



Assignment: Christie Turbeville - Science 4 - 103813 Order: ☐ Sequential ☒ Self-Select ☐ Auto-Launch

Remove New Folder Move to Folder New Assignment Add Decision Point

Assignment Outline

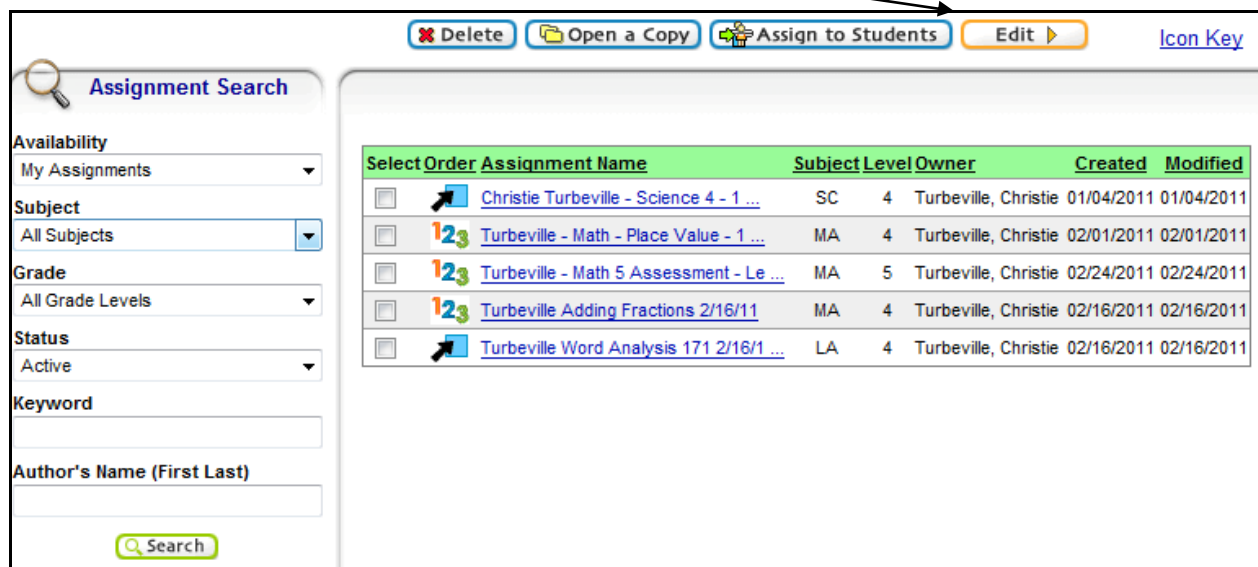
Click on a folder to view its contents

Christie Turbeville - Science 4 - 103813

Select	Update	Type	Name
<input type="checkbox"/>	1	688	Round and Round Science 4
<input type="checkbox"/>	2	304	The Monarch Butterfly Science 4
<input type="checkbox"/>	3		Lesson Quiz: Life Cycle Science 4

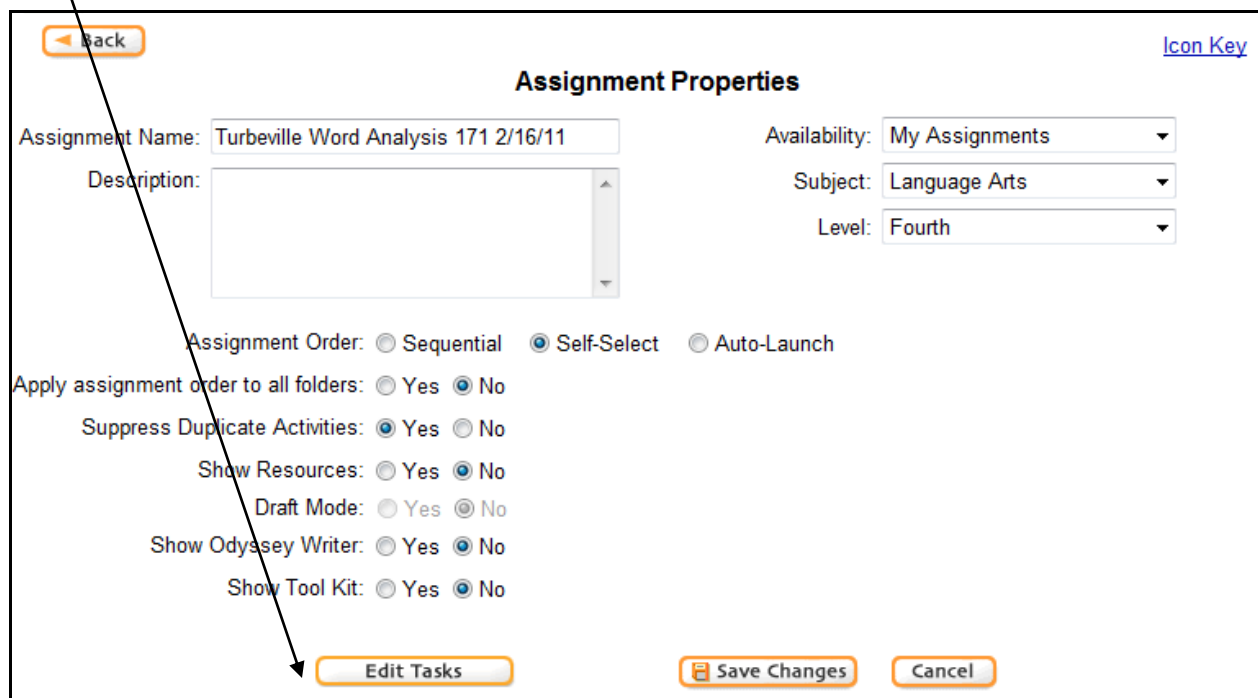
Add Curriculum Complete Assignment

7. To **EDIT an assignment**, checkmark the box beside the assignment you want to edit, then click the **EDIT** button at the top.



Select	Order	Assignment Name	Subject	Level	Owner	Created	Modified
<input type="checkbox"/>		Christie Turbeville - Science 4 - 1 ...	SC	4	Turbeville, Christie	01/04/2011	01/04/2011
<input type="checkbox"/>	123	Turbeville - Math - Place Value - 1 ...	MA	4	Turbeville, Christie	02/01/2011	02/01/2011
<input type="checkbox"/>	123	Turbeville - Math 5 Assessment - Le ...	MA	5	Turbeville, Christie	02/24/2011	02/24/2011
<input type="checkbox"/>	123	Turbeville Adding Fractions 2/16/11	MA	4	Turbeville, Christie	02/16/2011	02/16/2011
<input type="checkbox"/>		Turbeville Word Analysis 171 2/16/1 ...	LA	4	Turbeville, Christie	02/16/2011	02/16/2011

8. The **Assignment Properties** (see below) will appear asking if you want to edit the Name of the Assignment, the order in which the assignment has the students do the tasks, etc. If you only wanted to edit this part, click SAVE CHANGES at the bottom.
9. If you want to **EDIT the actual TASKS or ACTIVITIES within the assignment**, click on the **EDIT TASKS** button at the bottom (left of the SAVE changes button). Then you will proceed as normal with "Completing the Assignment."



Assignment Properties

Assignment Name:

Description:

Availability:

Subject:

Level:

Assignment Order: ☐ Sequential ☒ Self-Select ☐ Auto-Launch

Apply assignment order to all folders: ☐ Yes ☒ No

Suppress Duplicate Activities: ☒ Yes ☐ No

Show Resources: ☐ Yes ☒ No

Draft Mode: ☐ Yes ☒ No

Show Odyssey Writer: ☐ Yes ☒ No

Show Tool Kit: ☐ Yes ☒ No